

## **Special Needs Policy**

Our club is aware that some children have special needs and/or physical disabilities that require particular support and assistance. We are committed to taking appropriate action to make sure that all children are able to access our services, made to feel welcome, and that our activities promote their welfare and development.

The club is committed to the integration of all children in its care. The club also believes that children with special needs and/or disabilities have a right to play, learn and be able to develop to their full potential along side other children. Whenever possible, children with special needs and/or physical disabilities will have access to the same facilities, activities and play opportunities and their peers. Everybody stands to gain if all children are allowed to share the same opportunities and are helped to overcome any disadvantages that they may face.

The policies, procedures and practices of the club in relation to children with special needs and/or disabilities are consistent with current legislation and guidance. These include the Special Needs and Disability Act 2001, and the Disability Discrimination Act 1995.

The club believes that by identifying individual needs and taking proactive steps along side parent/carers and other statutory professionals or agencies, all children should be able to play a full active and equal part in the clubs activities.

### **Special needs and disability co-ordinator**

The Senior Play Worker will appoint a member of staff as the special needs and disability co-ordinator to manage provision for children with special needs and/or physical disabilities. This individual will be fully trained and

experienced in the care and assessment of the children. The designated member of staff for our setting is Christine Matthews.

All members of staff will be expected to assist the special needs and physical disability co-ordinator in caring for children with special needs and/or physical disability. The co-ordinators responsibilities will include:

- Working along side the Senior Play Worker to ensure that all staff are aware of current legislation, regulations and other guidance working with children with special needs and/or physical disabilities.
- Working with the Senior Play Worker to ensure that all staff who work with children with special needs and/or physical disabilities and have an understanding of appropriate skills and training required.
- Assessing each Childs specific needs and adapting the clubs facilities, procedures, practices and activities as appropriate.
- Ensuring that systems are in place to adequately plan, monitor, review and evaluate the special needs policy.
- Ensuring that children with special needs and/or physical disabilities are fully considered when activities are being planned and prepared.
- Liasing with parent/carers and outside agencies about the needs of the children and the plans and actions of the club, as well as being the point of contact for parent/carers and outside agencies.
- Liasing with other agencies and seeking advice, support and training for themselves and other staff as is necessary.

- Supporting other members of staff to be more skilled and experienced in the care of children with special needs and/or physical disabilities.
- Ensuring that all children are treated with equal concern and respect and are encouraged to take part in all activities.
- Any concerns about a child or childrens needs are recorded and reported to the appropriate person.
- To help with the smooth transition of a child from another setting or school all information regarding the childs needs will be acquired either verbally or written before admission so that the Senior Play Worker and designated staff member can ensure all needs will be met for full inclusion.

If the situation arises where funding is not given by a particular organisation for a Support Worker, The Base will advise and assist parent/carers if there is alternative funding available. Although we are under no obligation to do so.

The Base will monitor special needs equipment and if necessary purchase or loan new equipment if funds are available.

The Base will complete an induction form with any new support workers including taking them through play programmes and specific needs of particular individual children, where appropriate.

On going risk assessment will be undertaken to make sure any equipment needed for special needs activities will be suitable for their desired purpose.

**Signed** \_\_\_\_\_ **(Manager)** \_\_\_\_\_ **(Date)**

**Signed** \_\_\_\_\_ **(Chairperson)** \_\_\_\_\_ **(Date)**

